

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070128-9

REPORTS INVENTORY					CONTROL NO. 176	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - List I - Status of Other Cases in Process in SR & CD					2. TYPE OF REPORT <input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS <input checked="" type="checkbox"/> MEDICAL		TRAINING SECURITY <input checked="" type="checkbox"/> FINANCE		
4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month		5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month		6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month		
7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. NO 580		9. DIRECTIVE AUTHORITY REQUIRING REPORT (basic policy statement)		
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR & CD		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR & CD)				
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR	
PUNCHED CARDS	NUMBER	COST EACH				
	389	.05	19.45	12	350.10	
B. COSTS OF COMPUTER PRODUCED REPORTS						
PAGES		COST PER PAGE				
1 (Single Copy)		.05	.05	24	1.20	
4 (Multicopy)		.03	.12	24	2.88	
TOTAL COSTS PER YEAR					\$354.18	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. A listing of Other Cases pending in SR & CD, with date each case was received. List used to insure that each case which was "logged in" gets "logged out", and brings attention to cases which need attention.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase. <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE				ESTIMATED SAVINGS MAN-HOURS DOLLARS		
16. DATE OF INVENTORY 8 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst			18. EXTENSION	

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